

CHINA.

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THE MARITIME CUSTOMS.

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V.—OFFICE SERIES: No. 130.

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Chinese Maritime Customs:  
Staff Organisation and Control.

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*Issued by Order of the Inspector General of Customs.*

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SHANGHAI:  
STATISTICAL DEPARTMENT  
OF THE  
INSPECTORATE GENERAL OF CUSTOMS

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1936

# CHINESE MARITIME CUSTOMS: STAFF ORGANISATION AND CONTROL.

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## I.—STAFF ORGANISATION.

The Service is divided into two main branches, viz., the Revenue and Marine Departments. The staff in these two departments is divided into two main categories, Service-Listed and Non-Service-Listed, the latter comprising all miscellaneous lower-grade employees such as T'ing-ch'ai, Coolies, Boatmen, etc.

The Service-Listed ranks in the two main departments are given in Appendix No. 1.

## II.—THE GENERAL SYSTEM OF STAFF ADMINISTRATION.

The general methods of administration are the same throughout the Service, and therefore, to avoid repetition, the following paragraphs are confined to a detailed description of the Service conditions of, and the system of staff control as applied to, the In-door and Out-door Staffs of the Revenue Department, with a few separate remarks on the Non-Service-Listed Staff.

The present system is the outcome of gradual development over a period of many years during which former methods have been suitably adjusted as dictated by experience to meet changing conditions. General authority is therefore to be found not in any single set of rules but in the numerous instructions which from time to time have formed the subject of the Inspector General's Circulars and despatches, and uniformity in the application of these instructions has been achieved by close adherence, wherever possible, to the carefully recorded precedents to the various cases that arise.

1.—THE STAFF SECRETARIAT OF THE INSPECTORATE GENERAL  
OF CUSTOMS.

There is a special Staff Department in the Inspectorate to assist the Inspector General in his administration of the large staff under his control. This department, which is in charge of a Commissioner holding the post of Staff Secretary, is responsible for all routine work in connexion with staff matters.

Before proceeding to an explanation of the general conditions of service and the system of staff promotion, transfer, discipline, etc., it is first necessary to describe briefly the nature and purpose of the various records and reports kept in the Staff Department in order that the system of control may be fully understood. These are as follows:—

(a) *Memo. of Service.*

Three copies of the Memo. of Service are made out for every Service-Listed employee on his first appointment to the Service. On this form, of which a specimen is appended, are recorded full particulars of the employee's age, nationality or family home, rank, pay, etc. One copy of the Memo. of Service is forwarded to the Inspectorate and retained permanently in, and kept up to date by, the Staff Department, and two other copies accompany the employee from port to port and are kept up to date at the port concerned. When an employee is transferred one of the two copies of his Memo. of Service is posted direct to the new port and the other is carried by the employee in his introductory despatch, thus reducing the possibility of total loss or falsification of this essential document. The Memo. of Service is the principal record of an employee's career, and its importance is so obvious as to require no emphasis.

(b) *Confidential Reports on Staff.*

These are prepared at the ports by the Commissioners or senior officers and are forwarded to the Inspectorate annually in December. Their object is to provide the Inspectorate with detailed information as to each man's character, ability, qualifications, etc. The annual Confidential Reports, specimen

copies of which are appended, supply information which is absolutely essential to the Inspectorate when dealing with questions of promotion, appointment, transfer, discharge, etc.

Whilst one single report may not necessarily convey a true impression of a man's character and ability, the collection of several reports written by different chiefs forms a highly reliable guide to a man's general merit.

Special instructions on the preparation of Confidential Reports have been issued from time to time, and a copy of the most informative Circular on this subject is appended hereto.

*(c) Return of Foreign and Chinese Staff Requirements in the Revenue Department.*

This return, of which a specimen is appended, is prepared at the ports and submitted to the Inspectorate at the end of June and December each year.

The information supplied in it assists the Staff Department in maintaining the correct strength of the staff at each port. It also affords port Commissioners a ready means of indicating adjustments in their staff which they deem to be necessary to meet changing conditions.

By making a comparative study of the returns for previous years and of those for other ports the Staff Department is also able to gauge whether a port is under-staffed or over-staffed and consequently, in cases of doubt, to determine whether the stated requirements should be met in full or not.

*(d) Staff Return and Housing Arrangements.*

This return, of which a specimen is attached, is submitted to the Inspectorate annually in June. It supplies information which assists the Staff Department in selecting employees for transfer and in making suitable appointments. Length of service in a port and the state of an employee's health are factors which always require consideration when arranging transfers. Likewise, housing arrangements must be studied before appointments are made.



(e) *Monthly Return of Service Movements.*

The appended specimen of this return is self-explanatory. The particulars given are either checked or recorded, as the case may be, in the Staff Department, which is thus able to verify that promotions, appointments, transfers, leaves, etc., have been effected in accordance with Inspectorate instructions.

(f) *S/O and Confidential Letters.*

Port Commissioners are entitled to address the Staff Secretary direct by S/O or confidential letter should they deem it necessary to bring to his notice matters, concerning the staff under their control, which are not of sufficient importance to require the Inspector General's personal attention.

(g) *Service List.*

This annual publication gives a complete list of the names, ranks, stations, and other particulars of all higher-grade employees in the Service and an analysis of the total number of employees of all categories, both higher and lower grade, in the Revenue and Marine Departments, on the 1st June each year.

It is prepared in the Staff Department from special returns forwarded by the ports and is printed in the Statistical Department. Copies are supplied to all Customs offices and to all Commissioners, Deputy Commissioners, Assistants, Service Clerks above the rank of 3rd Clerk, A, Boat Officers, B, and Examiners, B, upwards, and other Service-Listed employees of similar standing.

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(h) *Gazettes.*

Monthly gazettes are prepared by the Staff Department and are printed by the Statistical Department. These gazettes, which are distributed to all offices, publish for general information all transfers, promotions, withdrawals, etc., of staff which have taken place during the month concerned.

Special promotion and transfer gazettes are issued in the spring and autumn. These special gazettes include the names of all Service-Listed employees, other than those in the most senior

ranks, who have been granted routine promotions or who have been selected for transfer. These special gazettes serve as requisite authority to the ports for the issue of increased pay to, or transfer of, the employees referred to therein.

The promotion or transfer of senior employees is generally notified by despatch to the port or ports concerned.

(i) *Miscellaneous Records.*

In addition to the above, numerous records and files of lesser interest are kept in the Staff Department. These include—

- (1) An Alphabetical Card Index, giving the names, ranks, stations and other brief particulars of all Service-Listed employees.
- (2) A Distribution Book, giving the names and ranks of all Service-Listed employees at each port. The entries in this book are kept up to date from day to day.
- (3) A Memo. Book, giving details of all decisions which concern the interpretation of Service rules and which may later be quoted as precedents.

2.—APPOINTMENTS IN THE SERVICE.

In January 1929 a special Commission met at Nanking by order of the Director General of the Kuan-wu Shu to discuss a revision of Service regulations affecting the Staff in general and to submit resolutions with regard more especially to the conditions governing the employment of Chinese. ~~Of these resolutions, which received the sanction of the Minister of Finance, the following requires mention in this paragraph:—~~

*Cessation of Recruiting of Foreigners.*—No foreign employee shall henceforth be appointed unless special circumstances requiring the engagement of technical experts who cannot be selected at the time from among Chinese employees demand such appointment. In such cases the Inspector General may engage foreign experts with the approval of the Director General of the Kuan-wu Shu.

The recruitment of foreigners having ceased, except in special cases in which technical experts, etc., are required, all vacancies in the Service are now filled by Chinese.

*In-door Staff: Service-Listed.*

(a) *Assistants and Service Clerks.*—Vacancies in the ranks of Assistants and Service Clerks are filled by graduates of the In-door School of the Customs College. On passing a medical examination, particulars of which will be found on the specimen form appended, the graduates are appointed to the Service by the Kuan-wu Shu as Hsüeh-hsi-yüan to undergo general training in Customs work for a period of one year.

They are required to pass quarterly examinations on the work they have been performing and, on expiry of one year, have to pass another medical examination and an Inspectorate written and oral examination comprising the following subjects:—

1. Chinese essay.
2. English essay.
3. Translation: English into Chinese and Chinese into English.
4. Arithmetic.
5. General knowledge and Customs subjects.

Special confidential reports and recommendations on each man are submitted separately by the port Commissioner and the oral examiner.

The Staff Secretary carefully studies these reports, the marks obtained in the various examinations, and the marks obtained by the students while at the Customs College, and submits his recommendations to the Inspector General for the appointment or discharge of each Hsüeh-hsi-yüan. Subject to vacancies and qualification, the best of the Hsüeh-hsi-yüan are appointed to Assistant's rank. All others deserving of retention in the Service are appointed as junior Service Clerks. In certain cases of doubt the probationary periods (as Hsüeh-hsi-yüan) are extended.

(b) *Writers, Copyists, and various Miscellaneous Staff* are engaged by competitive examination. Subject to their passing a medical examination (*vide* Appendix No. 11), successful candidates are appointed for a probationary period of six months. On expiry of this probationary period a special report is submitted, on the strength of which they are either confirmed in their appointments or discharged.

*Out-door Staff: Service-Listed.*

Requirements in the Out-door Staff are filled by appointees from the Out-door School of the Customs College, who on passing the medical examination (*vide* Appendix No. 11) are appointed by the Kuan-wu Shu to serve as Probationary Tidewaiters for a period of six months. On expiry of this probationary period special reports (including a second medical report) are submitted by the port Commissioner, on the strength of which these Probationary Tidewaiters are either promoted to the rank of 4th Class Tidewaiter or discharged. In certain cases of doubt the probationary period is extended to one year or even longer.

## 3.—SYSTEM OF PROMOTIONS OF SERVICE-LISTED STAFF.

Of the resolutions submitted by the Special Commission to which reference was made under "Appointments," the following must be mentioned in this paragraph:—

*Equal Status of Chinese and Foreigners.*—The Inspector General shall henceforth recommend as many qualified Chinese employees to the Kuan-wu Shu as possible for appointment as Commissioners and shall appoint as many qualified Chinese employees as possible as Deputy Commissioners in accordance with Service requirements and in order to train such employees for Commissioner's appointment. Chinese Tidewaiters shall become eligible for appointment to the same higher ranks as foreign Tidewaiters, and qualified Chinese employees in other branches ~~of the Service shall be given an equal opportunity for higher appointment with qualified foreign employees in the same department.~~

*Promotion Periods.*—Chinese and foreign employees of higher rank shall not receive regular promotions in future, independently of qualifications, as in the past. Employees whose qualifications are adequate shall receive biennial promotions, and special promotions shall be given by the Inspector General to senior employees who possess special merits or exceptional ability.

With few exceptions, Service-Listed Staff are eligible for biennial promotions under their scales of pay. Promotions are normally given from the 1st April and 1st October, and therefore an employee appointed in, say, August 1935 will be considered for promotion in October 1937.

Whilst there are no fixed rules governing the procedure to be adopted in the Staff Department in dealing with the semi-annual promotion lists, a brief description of the system now employed may be of interest.

On receipt of the annual Confidential Reports on Staff in December, the two Assistant Staff Secretaries and the Staff Secretary study independently all reports and mark down in special copies of the Service List their personal opinions as to the merit of each employee as indicated by the Confidential Report. This is done by the allotment of plus and minus marks along the following lines:—

Very good . . . . .	++
Good . . . . .	+
Average . . . . .	○
Poor . . . . .	—
Very poor . . . . .	--

These marks are supplemented, if necessary, by brief notes indicating, for instance, that an employee is recommended for accelerated promotion or that his services should be dispensed with, etc.

A special list of all employees due for promotion each spring and autumn is prepared in due course in the Staff Department. This list is ~~scrutinised independently by the two Assistant Staff Secretaries and the~~ Staff Secretary, who put down their recommendations, based on the marks they have allotted to each man from his Confidential Report as described above. *All* the Confidential Reports on each man due for promotion are then taken out and studied carefully by the Staff Secretary, and final recommendations are made by him against each name in the promotion list. The promotion list is then submitted to the Inspector General for his scrutiny and approval.

Although tedious, the system described above leaves little room for error and assures to each employee a fair consideration of his case.

Promotions in the higher ranks of the Service are usually subject to vacancies and are dealt with personally by the Inspector General with the assistance of the Staff Secretary.

Depending on vacancies, Clerks of outstanding merit are from time to time promoted to Assistant's rank.

Tidewaiters are promoted in due course either to the Executive or Examining branch of the Service in accordance with their general qualifications and suitability and the vacancies in those ranks.

Examiners on reaching the rank of Examiner, A, are required to undergo a written and oral examination on appraising and examination work before receiving further advancement. As a general rule, those who obtain 80 per cent. or more marks in this examination qualify for appointment to Appraising rank; those who obtain 70 per cent. or over but under 80 per cent. qualify for appointment to Chief Examiner's rank. Chief Examiners may sit for re-examination for entry into the Appraising ranks.

#### *Special Advancement.*

Employees of outstanding merit are granted accelerated promotion. This is generally done by promoting them from the 1st March or 1st September (*i.e.*, one month ahead of the normal promotion dates), but in special cases outstanding employees of senior rank may be promoted as much as one or more years ahead of their scale.

#### *Withholding of Promotions.*

Employees whose work or conduct is not considered to be up to the required standard have their promotions withheld until such time as subsequent reports indicate that they have overcome their failings. Those who consistently receive poor reports are informed by special letter of their shortcomings and warned that their further advancement and retention in the Service depend on their showing the requisite improvement. If they fail to do so, their services are dispensed with (see "Withdrawals" and "Conduct and Discipline").

Employees whose mobility is limited, on account of family or personal reasons, are also liable to have their promotions withheld. A copy of Circular No. 3162 dealing with this subject is appended hereto.

4.—SYSTEM OF TRANSFERS.

The In-door and Out-door Staffs are divided into transferable and non-transferable employees. The majority of Service-Listed Staff come under the former category and naturally receive better conditions of service than the latter, which comprises Local Clerks, Ho-shui-yüan, District Tidewaiters, and various Miscellaneous Staff.

The Service has to provide Staff for ports, both large and small, distributed over the length and breadth of China. It would be impossible to carry on efficiently were it not for the fact that the majority of the Staff are subject to transfer.

The periodic interchange of employees, both senior and junior, safeguards the interests both of the Service and of the individual. The constant fusion of new blood into a port assures the maintenance of a proper standard of work and uniformity of practice. It is a valuable safeguard against malpractice. The climate, the nature of the work, and the social amenities at the various ports differing as much as they do, it would be manifestly unjust, if not impossible, to relegate deserving employees for indefinite periods to small distant ports such as Szemao, Tengyueh, etc. Even were employees willing to remain permanently in one port, familiarity with the work and loss of touch with the outside world would tend to lead to general slackness and inefficiency.

There is no fixed rule as to the length of time an employee should spend in one port. The periodic granting of leaves and withdrawals from the Service naturally necessitate the transfer of employees from one port to another to make good deficiencies. Similarly, the selection of ~~men for higher appointment and the removal of men who, through ill-~~ health or other cause, are found to be unsuitable, entail the constant shifting of the Staff.

Careful attention is always devoted to the selection of suitable men for transfer and, whenever possible, employees who have served a long time in one port are appointed to fill vacancies in other ports. Those who have served for some years in a small port are, if possible, moved to a larger one, and those who have served a considerable time in an unhealthy district are, if possible, moved to a healthy one, and so on.

Transfers and appointments are normally arranged seasonally in April and October. Throughout the year the Staff Department is constantly collecting information in regard to port requirements, desirability of transferring certain employees, etc., and this information together with the lists of those granted leave forms the basis on which the seasonal transfer lists are built up. After careful checking and balancing, these transfer lists are submitted to the Inspector General for his scrutiny and approval, following which the moves are notified by special gazette or despatch according to circumstances.

Appointments and transfers in the higher ranks are arranged personally by the Inspector General with the assistance of the Staff Secretary. Recommended changes of officers in charge of ports are submitted to the Ts'ai-chêng Pu through the Kuan-wu Shu for approval and for the issue of the necessary Ts'ai-chêng Pu appointment despatches.

The passages of employees transferred by order of the Inspector General are paid by the Service. Employees so transferred also receive a mileage allowance calculated according to the kind of conveyance employed and route taken, *i.e.*, sea, river, or rail, and graduated according to the rank held in the Service, and in addition a fixed transfer allowance graduated according to rank. The transfer allowance is an indemnification for incidental expenses incurred, and the mileage allowance is an indemnification for freight, hotel charges, etc.

Employees in the more senior ranks are granted married privileges on transfer, *i.e.*, the passages of the wife and family up to three children are also paid by the Service.

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Employees transferred at their own request, whether for personal or for family reasons, have to pay their own travelling expenses, and in addition have to refund to the Service the cost of transfer of the employee sent as replacement.

#### 5.—LEAVES.

Under this heading must be mentioned two more of the resolutions to which previous reference has been made under "Appointments" and "Promotions." These are as follows:—

*Leave.*—(a) Chinese Commissioners, Deputy Commissioners, Assistants, Service Clerks, and Writers shall be entitled to short leave not exceeding 14 days a year. After three years' service they



shall be granted two months' long leave; after four years' service, three months' long leave; after five years' service, four months' long leave; and after six years' service or over, six months' long leave.

(b) Chinese Proof-readers, Assistant Proof-readers, Supernumerary Clerks, Local Clerks, Copyists, and Ho-shui-yüan shall be entitled to short leave not exceeding 14 days a year. After three years' service they shall be granted one month's long leave; after four years' service, two months' long leave; and after six years' service or over, three months' long leave.

(c) Non-Service-Listed employees shall be entitled to leave not exceeding 20 days a year.

*Sick Leave.*—Chinese and foreign In-door and Out-door employees, if duly certified as unfit for duty by Customs Medical Officer's Certificate, shall be granted sick leave to the extent of three months on full pay with extension of three months on half-pay. After six months' sick leave the employee concerned shall either be granted sick leave without pay or be invalided, according to the discretion of the Inspector General.

Further information in regard to sick leave and invaliding will be found under "Withdrawals."

Foreign Commissioners, Deputy Commissioners, Assistants, and other employees of similar standing are granted one year's leave on full pay after the first six years' service in China and similar leave after every subsequent five-year period in China.

Foreign Out-door Staff and other employees of similar standing are granted six months' leave on full pay after the first seven years' service in China; ~~subsequently, after every six-year period in China.~~

Leave for all foreign employees and for Chinese Commissioners, Deputy Commissioners, and officers in charge of ports is granted from the 16th April or 16th October. The leave for other Service-Listed members of the Chinese staff is granted from the following dates:—

(a) Six months: 1st January, 1st July of each year.

(b) Four months: 1st January, 1st May, 1st September of each year.

(c) Three months: 16th January, 16th April, 16th July, 16th October of each year.

(d) Two months or one month: from whatever date the employee can be spared.

In the case of foreign employees all applications for Inspectorate leave are required to be in the Inspector General's hands six months before the date from which the leave is applied for. In the case of Chinese Staff, all applications for six or four months' leave must be forwarded at least three months in advance, and applications for three months', two months', or one month's leave must reach the Inspector General two months before the leave is required. Chinese Commissioners, Deputy Commissioners, and officers in charge of ports are, however, expected to give as early notice as possible of their desire to take leave.

Whilst every effort is made to grant leaves on due dates, the requirements of the Service receive first consideration and, if necessary, applications are refused or the leave dates postponed.

#### 6.—WITHDRAWALS FROM THE SERVICE.

##### *The Customs Superannuation and Retirement Scheme.*

*Compulsory Retirement* is called for on completion of 35 years (with full pension benefits) or on attaining the age of 60 years (with reduced *pro rata* pension benefits), whichever happens first.

*Voluntary Retirement*, with reduced *pro rata* pension benefits, is permitted for employees who have completed 30 or more years' service.

*Invaliding*, with reduced *pro rata* pension benefits, takes place either ~~at the employee's request or at the Inspector General's discretion, provided~~ that special examination by a board of three Medical Officers shows that, in their unanimous opinion, the employee is permanently unfit for further service.

*Paying-off*, with reduced *pro rata* pension benefits, takes place when an employee's services are no longer required owing to Staff reduction or reorganisation, or when, through no fault of his own, an employee is found to be unfitted for the duties of his rank.

The full pension benefit is the sum that would be required to purchase an immediate life annuity of one-quarter the salary drawn at the time of withdrawal, and is only issuable to men who have completed 35 years' service. Such life annuity can be purchased from a financial corporation dealing in such business, such as an insurance company, to which the purchaser pays a sinking fund for the purchase of a fixed life annuity. After a life annuity has been purchased, the financial corporation or company concerned shall pay the purchaser until the end of his life an annual sum according to the amount purchased. The amount of sinking fund required for purchasing such life annuity is fixed by the financial corporation or company according to the age of the person concerned and the amount (of the annuity). The pensions issued to the Customs Staff (equivalent to one-quarter of the annual pay at the time of withdrawal) are based on the approximate amount of sinking fund required to purchase the life annuity of the employee concerned calculated at the date of completion of his full period of service. Men who withdraw for any of the previously mentioned reasons before completing the full 35 years' length of service, receive proportionate sums based on their length of service, but the sum issuable in such cases is the estimated cost price of an annuity for a man of the age that would have been attained by the employee concerned on completion of the full period of service, and not the cost of an annuity for a man of his actual age at the time of withdrawal.

Members of the Service-Listed Staff are, in addition, required to contribute 6 per cent. of their monthly pay. These contributions are kept in a special account, are invested, and are eventually refundable in full, together with the interest earned thereon in the meantime, to the employee on his withdrawal from the Service. This is in addition to the Service pension benefits (Yang lao Chin).

<i>Resignation</i> (i.e., before completion of 30 years' service) ...	} No pension benefits are issuable in these cases, the employee receiving only the return of the contributions deducted from his pay, plus interest earned to date.
<i>Decease</i> .....	
<i>Discharge or Dismissal</i> (see "Conduct and Discipline") ..	

*Retiring Allowance.*

All permanent Service-Listed employees in the In-door and Out-door Staffs are issued a retiring allowance at the end of each seventh year of service equal to one year's substantive pay, calculated at the rate drawn during the last month of the seventh year then ended.

The retiring allowance serves a specific and essential purpose in that it enables employees to make provision for their families and dependents against the time of decease. It should particularly be noted that the Customs Superannuation and Retirement Scheme is only intended to provide for the old age and retirement of employees *themselves*, and does not provide for their families. For example, in the case of the death of a Customs employee (other than by violence at the hands of smugglers, *vide* next section) no Service pension benefit is issuable, and the family and dependents get nothing but two months' postmortem pay (for funeral expenses) and the refund of the contributions previously deducted from the employee's own pay. It should be remarked that, while the Superannuation and Retirement Scheme provides for the old age of Customs employees of long service, nevertheless comparatively few in actual fact serve the 30 years required to enjoy the proper benefits of the scheme, and still fewer, of course, the 35 years required for full benefits. The sense of security which the retiring allowance provides is therefore an important factor in the maintenance of that permanent employment which is expected and desired by both the Service and the individual.

The retiring allowance is issuable solely at the discretion of the ~~Inspector General, who may withhold its issue to unsatisfactory employees.~~ Moreover, it is not issuable at all to employees who withdraw before the completion of their first seven years' service. Its existence furnishes, therefore, in addition to the above a very valuable inducement to long service and good behaviour.

*Compensation in Cases of Employees Killed or Disabled in  
Action against Smugglers.*

In order to qualify for issue of compensation, which is graduated according to rate of pay, married or single status of the employee, etc., death (or disablement) must be the direct result of wounds received, or

due to drowning, in the course of an action engaged against suspected smugglers on the orders of an officer holding full authority for the purpose. No compensation is issued in cases of death occurring in circumstances other than action, *i.e.*, bandit raids on Customs premises, etc., or in action engaged in without authority, such cases being treated on their own merits after reference to the Kuan-wu Shu. No compensation is issued in cases of death or disablement of members of the Service, and/or outsiders, not qualified for participating in expeditions unless the presence of such persons was indispensable to the success of operations and fully authorised by the officer in charge. In the latter case compensation is issued at the discretion of the Inspector General.

Compensation for temporary employees is issued at the discretion of the Inspector General and is limited to a maximum of two-thirds of the amount issuable for employees holding substantive appointment of similar rank.

#### 7.—CONDUCT AND DISCIPLINE.

The Inspector General is responsible to the Chinese Government for the good conduct, honesty, and efficiency of Customs employees. He in turn holds the port Commissioners, and other officers in charge, responsible for the good behaviour and general efficiency of the staff under their immediate charge.

A Commissioner may censure by word of mouth or by writing, privately or in presence of the assembled members of the establishment, or may report to the Inspector General, or may suspend, any of his subordinates guilty of or charged with misconduct, and may place the person so suspended on half-pay, pending reference to the Inspector General. Where the offence with which any subordinate is charged is of so grave a character as to induce the Commissioner to suspend him, ~~the Commissioner will draw up a report on the occurrence and hand it to the suspended person, who will return it to the Commissioner accompanied by such a written statement in explanation or extenuation as he may desire to place on record. The Commissioner will then forward to the Inspector General copies of his own report and the statement received in reply, and will comment on the statement in his covering despatch.~~

*Non-Service Activities.*

Customs employees are not allowed to engage in trade or to interest themselves either directly or indirectly in the importation or exportation of merchandise. Neither are they permitted to receive either remuneration or reward for work done or services rendered without written authority from the Inspector General. They are also required to abstain from all public expression of political views or criticisms.

The above rules are very strictly enforced.

A copy of Circular No. 3899 enumerating various offences and their recognised punishment is appended hereto.

*Meritorious Service.*

The rewards for meritorious service include the following:—

- (1) The Inspector General's official commendation.
- (2) The issue by the Ts'ai-chêng Pu of a Certificate of Commendation.
- (3) The conferment of the Customs Medal for Meritorious Service. A copy of Circular No. 4362 notifying the regulations which govern the issue of this Medal is appended hereto.

In addition to, or in lieu of, the above, the Inspector General may, if he thinks fit, grant special promotions to employees who have rendered outstanding service.

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*Staff Associations.*

The Inspector General actively encourages the formation of social clubs for Service members, but on Government instructions political associations, unions, and similar bodies are rigidly proscribed.

8.—MEDICAL ATTENDANCE.

Free medical attention, subject to certain qualifications, is provided by the Service. Wherever possible, Customs Medical Officers are

appointed. A copy of the Rules governing the Appointment of Customs Medical Officers, which elucidate the measure of free attention granted by the Service, is appended hereto.

9.—MISCELLANEOUS LOWER-GRADE EMPLOYEES.

This heading includes Watchers, T'ingch'ai, Watchmen, Coolies, Messengers, Launch crews, and employees of similar standing.

Lower-grade employees are not transferable. They are divided into permanent and temporary employees. The former, who are engaged when continued service is required, are placed on scales of pay authorised by the Inspector General. Normally, increases of pay are granted according to the scale annually on the 1st June or 1st December as the case may be.

On first appointment, a Conduct Book is prepared for every lower-grade employee. This Conduct Book, of which a specimen is appended, contains a photograph of the employee and special pages for the recording of promotions, notes on conduct, imposition of fines, qualifications, etc. These books are kept by the officer directly responsible to the Commissioner for the proper supervision of the employees concerned, generally the senior Out-door Staff officer in the port. Remarks concerning the conduct of each employee are entered up regularly twice a year in June and December, and the books of those employees due for increases of pay are submitted to the Commissioner together with the promotion lists for his scrutiny and approval.

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Whilst a Commissioner is not permitted to alter the rates and scales of pay approved by the Inspector General or to increase his staff beyond the authorised complement, he may, when discipline or conduct requires it, summarily dismiss or discharge any lower-grade employee on his establishment without prior reference to the Inspector General. He may also at his discretion impose reasonable fines on lower-grade employees guilty of slackness, carelessness, insubordination, etc., or withhold increases of pay due to them under the authorised scale.

Lower-grade employees on the permanent staff are entitled to pension and invaliding benefits in the same way as Service-Listed Staff except that they do not subscribe 6 per cent. of their pay each month.

Temporary employees are engaged generally at fixed rates of pay to perform work of a temporary nature or work which does not offer a life-time career. For example, seized smuggling craft which are put to temporary preventive work are manned by temporary employees who are discharged when the vessels are scrapped.

A gratuity equal to one month's substantive pay is issuable at the end of each year to all lower-grade employees, both permanent and temporary, who have completed one year's satisfactory service.



APPENDIX No. 1.

REVENUE DEPARTMENT.

1°. IN-DOOR.

*Principal Ranks:*

Commissioner.  
Deputy Commissioner.  
Senior Chief Assistants, A and B.  
Chief Assistants, A and B.  
First       "       "       "  
Second     "       "       "  
Third      "       "       "  
Fourth     "       "       "  
Probationary Assistant.

Principal Clerks, A and B.  
Chief Clerks, A and B.  
First     "     "     "  
Second   "     "     "  
Third     "     "     "  
Fourth    "     "     "  
Probationary Clerk.  
Hsüeh-hsi-yüan.

*Other Ranks:*

Archivist.  
Supernumerary Assistant.  
Unclassed Assistant.

Supernumerary Clerk.  
Local Clerk.  
Chemist.  
Assistant Analyst.  
Registrar.  
Stenographer.  
Supervisor.  
Indexer.  
Typist.  
Writer.  
Copyist.  
Ho-shui-yüan.  
Shroff.

*Statistical Dept. Technical Staff:*

Manager of Printing Office.  
Chief Reader.  
Proof-reader.  
Assistant Proof-reader.  
Printer.

*Architectural Staff:*

Architect.  
Candidate Assistant Architect.  
Draughtsman.  
Tracer.

## 2°. OUT-DOOR.

<i>Executive.</i>	<i>Appraising.</i>	<i>Examining.</i>
Chief Tidesurveyor.	Chief Appraiser.	
Tidesurveyors, A and B.	Appraisers, A and B.	Senior Chief Examiners, A and B.
Asst. Tidesurveyors, A and B.	Asst. Appraisers, A and B.	Chief Examiners, A and B.
Boat Officers, A and B.	Examiners, A and B.	
Asst. Boat Officers, A and B.	Asst. Examiners, A and B.	
<div> <div> Senior Tidewaiter.  First Class Tidewaiter.  Second Class Tidewaiter.  Third       "       "  Fourth     "       "  Probationary     " </div> </div>		

*Various Other Ranks:*

Unclassed Examiner.  
 District Local Watcher.  
 Supernumerary Tidewaiter.  
 Unclassed Tidewaiter.  
 District Tidewaiter.  
 Transport Officer.  
 Clerk of Works.

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 3°. COAST (Officers on Preventive Ships, etc.).
 

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Commander.  
 First Officer.  
 Second Officers, A, B, and C.  
 First Engineer.  
 Second Engineers, A, B, C, and D.  
 Midshipman.

MARINE DEPARTMENT.

1°. ENGINEER-IN-CHIEF'S STAFF.

Engineer-in-Chief.  
Civil Engineer.  
Assistant Civil Engineer.  
Candidate Assistant Civil Engineer.  
Wireless Engineer.  
Assistant Wireless Engineer.  
Wireless Supervisor.  
Assistant Wireless Supervisor.  
Engineer-in-Chief's Clerk.  
Draughtsman.  
Tracer.  
Mechanic.  
Wireless Operator.

2°. COAST INSPECTOR'S STAFF.

Coast Inspector.  
Deputy Coast Inspector.  
Marine Superintendent.  
Area Commander.  
River Inspector.  
Assistant River Inspector.  
Ordnance Officer.  

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Marine Surveyor.  
District River Inspector.  
River Officers, A, B, and C.  
Surveyor.  
Assistant Surveyor.  
Marine Assistant.  
River Inspectorate Assistant.  
Marine Clerk.  
Draughtsman.  
Tracer.  
Supernumerary Clerk.

3°. HARBOURS STAFF.

Harbour Master.  
Assistant Harbour Master.  
First Class Berthing Officer.  
Second Class Berthing Officer.  
Third       "       "       "  
Stenographer.  
Magazine Keeper.  
River Police Superintendent.  
"       "       Inspector.  
"       "       Sergeant.  
"       "       Constable.  
First Class Harbour Master's Clerk.  
Second Class Harbour Master's Clerk.  
Third       "       "       "       "  
River Police Clerk.

4°. LIGHTS STAFF.

Inspector of Lights.  
Chief Lightkeepers, A and B.  
First       "       "       "  
Second     "       "       "  
Third      "       "       "

5°. MARINE STAFF (Officers on Lights Tenders, etc.).

Commander.  
~~First Officer.~~  
Second Officers, A, B, and C.  
First Engineer.  
Second Engineers, A, B, C, and D.  
Midshipman.

# APPENDIX No. 2.

[F.-34]

造具此項報告時應參照總稅務司通令第四一〇一及四四四八號規定辦理  
In making out this Report, the instructions of I.G. Circulars Nos. 4101 and 4448 are to be carefully followed.

## 華籍副稅務司及幫辦民國 年年終考成報告 CHINESE ASSISTANTS AND DEPUTY COMMISSIONERS.

Confidential Report for Year ended 31st December 19.....

姓名 Name {	[洋文 English.]	籍貫 Family Home .....
	[華文 Chinese.]	已否婚娶 Married or Single .....
職銜 Rank .....		服務年數 No. of Years in Service.....
現在年齡 Present Age.....		

本年請假日數(總稅務司核准之假期除外)	} 病假 日 事 假 日 共計 日 Sick,.....days; Local leave,.....days; TOTAL.....days.
Total number of days absent from duty during year (excluding Inspectorate leaves).....	

### 品行 I.—GENERAL CHARACTERISTICS.

有無才能 Capable?  
是否誠信 Trustworthy?  
是否機敏 Tactful?  
是否勤勉 Industrious?  
是否服從 Subordinate?  
能否指揮他人 Can command others?  
是否聰明 Intelligent?  
是否練達 Discreet?  
是否為人敬重 Respected?  
性情溫和不否 Good-tempered?  
有否禮貌 Well-mannered?  
是否吸食鴉片 Opium-smoker?

### 學識 II.—EDUCATION.

普通學識如何 General education?  
漢文程度如何 Knowledge of Chinese?  
能操何地方言 Of Chinese dialects?  
英文程度如何 Of English?  
其他外國文字程度如何 Of other Foreign languages?

### 工作 III.—WORK.

是否可靠 Reliable?  
是否敏捷 Quick?  
是否整潔 Neat?  
是否按時到班 Punctual?  
對於總務課工作知識如何 Knowledge of General Office work?  
對於統計課工作知識如何 Of Returns?  
對於會計課工作知識如何 Of Accounts?  
對於秘書課工作知識如何 Of Secretary's work?  
對於驗估課工作知識如何 Of Appraising Office?  
對於常關工作知識如何 Of Native Customs?  
能否打字 Can he typewrite?

# APPENDIX No. 3.

[F.—34a]

造具此項報告時，應參照總稅務司通令第四一〇一及四四四八號規定辦理  
*In making out this Report, the instructions of I.G. Circulars Nos. 4101 and 4448 are to be carefully followed.*

## 稅務員民國 年年終考成報告 CHINESE CLERKS.

Confidential Report for Year ended 31st December 19.....

姓名 Name {	[洋文 English.]	籍貫 Family Home.....
	[華文 Chinese.]	已否婚娶 Married or Single.....
職銜 Rank.....		服務年數 No. of Years in Service.....
現在年齡 Present Age.....		

本年請假日數(總稅務司核准之假期除外)	} 病假 日 事 假 日 共計 日
Total number of days absent from duty during year	
(excluding Inspectorate leaves).....	Sick,.....days; Local leave,.....days; TOTAL.....days.

### 品行 I.—GENERAL CHARACTERISTICS.

有無才能 Capable?  
 是否誠信 Trustworthy?  
 是否機敏 Tactful?  
 是否勤勉 Industrious?  
 是否服從 Subordinate?  
 能否指揮他人 Can command others?  
 是否聰明 Intelligent?  
 是否練達 Discreet?  
 是否為人敬重 Respected?  
 性情溫和否 Good-tempered?  
 有否禮貌 Well-mannered?  
 是否吸食鴉片 ~~Opium-smoker?~~

### 學識 II.—EDUCATION.

普通學識如何 General education?  
 漢文程度如何 Knowledge of Chinese?  
 能操何地方言 Of Chinese dialects?  
 英文程度如何 Of English?  
 其他外國文字程度如何 Of other Foreign languages?

### 工作 III.—WORK.

是否可靠 Reliable?  
 是否敏捷 Quick?  
 是否整潔 Neat?  
 是否按時到班 Punctual?  
 對於總務課工作知識如何 Knowledge of General Office work?  
 對於統計課工作知識如何 Of Returns?  
 對於會計課工作知識如何 Of Accounts?  
 對於秘書課工作知識如何 Of Secretary's work?  
 對於驗估課工作知識如何 Of Appraising Office?  
 對於常關工作知識如何 Of Native Customs?  
 能否打字 Can he typewrite?

才能 IV.—QUALIFICATIONS.

有否升為高級稅務員資格 Qualified for Senior Clerk?

有否升為幫辦資格 For Assistant?

對於何口或何項工作特別適宜 Particularly suited for any special Port or Work?

有無特殊才能 Special qualifications?

健康及遷調 V.—HEALTH AND MOBILITY.

身體是否健康 Health?

家有人口若干 Family?

倚賴生活者有幾人 Any dependents?

在本口已有若干年 How long in present Port?

有無轉調或保留之特別理由 Any special reasons for transfer or retention?

入關以來服務之口岸共有幾處每處若干年 Ports served at during career, with length of service at each?

總評 VI.—GENERAL REMARKS.

呈報者 Submitted:

核准者 Approved:

主任官員職銜

*Deputy Commissioner or Senior Assistant.*

稅務司 *Commissioner.*

海關

CUSTOM HOUSE,

年

月

日

.....19.....

APPENDIX No. 4.

[F.—38]

造具此項報告時，應參照總稅務司通令第四一〇一及四四四八號辦理  
In making out this Report, the instructions of I.G. Circulars Nos. 4101 and 4448 are to be carefully followed.

稽查員民國 年年終考成報告  
TIDEWAITERS.

Confidential Report for Year ended 31st December 19.....

姓名 Name {	[洋文 English.]	籍貫 Nationality or Family Home .....
	[華文 Chinese.]	已否婚娶(如已婚娶其妻之國籍) Married [Nationality of Wife] or
職銜 Rank .....		Single .....
現在年齡 Present Age .....		服務年數 No. of Years in Service .....
本年請假日數(總稅務司核准之假期除外) Total number of days absent from duty during year (excluding Inspectorate leaves) .....		病假 日 事假 日 共計 日 Sick, ..... days; Local leave, ..... days; TOTAL ..... days.

品行 I.—GENERAL CHARACTERISTICS.

是否聰明及能幹 Intelligent and capable?  
是否機敏及練達 Tactful and discreet?  
是否勤苦耐勞 Hardworking and industrious?  
是否奮勇及活潑 Energetic and active?  
是否妥實可靠 Steady and reliable?  
是否熱心服務 Zealous in Service interests?  
願否擔負責任 Willing to assume responsibility?  
是否對於工作有興趣 Interested and keen in his work?  
是否誠實 Honest?  
是否服從 Subordinate?  
有否自治能力 Self-controlled?  
性情溫和否 Temperate?  
~~是否吸食鴉片 Opium-smoker?~~  
容貌舉止如何 Appearance and manner?

學識 II.—EDUCATION.

普通學識如何 General education?  
漢文程度如何 Knowledge of Chinese? \* 能操何地方言 Of Chinese dialects? †

英文程度如何 Of English?  
其他外國文字程度如何 Of other languages?  
曾否領有文憑 Any certificates?

工作 III.—WORK.

對於海關規章熟諳否 Knowledge of Tidewaiters Instructions?  
能否切實遵照實行 Reliability in carrying them out?  
辦理搜查工作有否功效 Efficiency in Searchwork?  
對於商民(尤以華人爲甚)有否禮貌 Manner with Public, especially Chinese?

\* For Foreign Officers.

† For Chinese Officers.



才 能 IV.—QUALIFICATIONS.

有否晉級資格 Qualified for promotion to next rank?  
有否擢升爲副監察員資格 For Assistant Boat Officer?  
有否擢升爲副驗貨員資格 For Assistant Examiner?  
可否派充分卡主任 Could he be in charge of a Station?  
能否指揮他人 Can he command others?  
對於何口或何項工作最爲適宜 Particularly suited for any special Port or Work?  
有否特殊才能 Special qualifications?

健康及遷調 V.—HEALTH AND MOBILITY.

體格如何 Physique?†  
身體是否健康 General health?  
身體有否弱點(如跛足或耳聾等) Any physical disabilities (lameness, deafness, etc.)?  
家有人口若干 Family?  
倚賴生活者幾人 Any dependents?†  
在本口已有若干年 How long in present Port?  
有無轉調或保留之特別理由 Any special reasons for transfer or retention?  
長期假何時屆呈請之期 Long Leave:\* When due?  
擬欲呈請否 Will it be applied for?  
入關以來服務口岸共幾處每處若干年 Ports served at during career, with length of service at each?

總 評 VI.—GENERAL REMARKS.

\* For Foreign Officers.

† For Chinese Officers.

呈報者 Submitted:

核准者 Approved:

主任官員職銜  
Deputy Commissioner (Out-door) or Tidesurveyor.

稅務司 Commissioner.

海 關  
CUSTOM HOUSE,

年 月 日  
.....19.....

操行 IV.—CONDUCT.

對待屬員有否禮貌 Manner with Subordinates?  
對待商民有否禮貌 Manner with Public?

才能 Y.—QUALIFICATIONS.

有否升為高級幫辦資格 Qualified for Senior Assistant?  
有否升為副稅務司資格 For Deputy Commissioner?  
有否升為各關主任及稅務司資格 For "Charge" and Commissioner?  
對於何口及何項工作特別適宜 Particularly suited for any special Port or Work?  
有否特殊才能 Special qualifications?

健康及遷調 VI.—HEALTH AND MOBILITY.

身體是否健康 Health?  
家有人口若干 Family?  
倚賴生活者有幾人 Any dependents?  
在本口已有若干年 How long in present Port?  
有無轉調或保留之特別理由 Any special reasons for transfer or retention?  
入關以來服務之口岸共幾處每處若干年 Ports served at during career, with length of service at each?

總評 VII.—GENERAL REMARKS.

呈報者 Submitted:

核准者 Approved:

主任官員職銜  
Deputy Commissioner or Senior Assistant.

稅務司 Commissioner.

海關  
CUSTOM HOUSE,

年 月 日

19

# APPENDIX No. 5.

[F.—38d]

造具此項報告時應參照總稅務司通令第三九三九,四一〇一及四四四八號○定辦理  
In making out this Report, the instructions of I.G. Circulars Nos. 3939, 4101, and 4448 are to be carefully followed.

## 漢文文牘員及書記民國 年年終考成報告表 CHINESE WRITERS AND COPYISTS.

Confidential Report for Year ended 31st December 19.....

姓名 Name {	[洋文 English.]	籍貫 Family Home .....
	[華文 Chinese.]	已否婚娶 Married or Single .....
職銜 Rank .....		服務年數 No. of Years in Service.....
現在年齡 Present Age .....		
本年請假日數(總稅務司核准之假期除外) Total number of days absent from duty during year (excluding Inspectorate leaves).....		病假 日 事假 日 共計 日 Sick,.....days; Local leave,.....days; TOTAL.....days.

### 品行 I.—GENERAL CHARACTERISTICS.

有無才幹 Capable?  
是否誠信 Trustworthy?  
是否機敏 Tactful?  
是否勤勉 Industrious?  
是否服從 Subordinate?  
能否指揮他人 Can command others?  
是否聰明 Intelligent?  
是否練達 Discreet?  
是否爲人敬重 Respected?  
性情溫和否 Good-tempered?  
有否禮貌 Well-mannered?

### 學識 II.—EDUCATION.

普通學識如何 General education?  
漢文程度如何 Knowledge of Chinese?  
官話如何 Of Mandarin?  
除官話外能操何地方言 Of other Chinese dialects?

### 工作 III.—WORK.

工作是否可靠 Reliable?  
工作是否敏捷 Quick?  
書法是否整潔 Handwriting neat?  
是否按時到班 Punctual?  
能否辦理漢文稿件 Can he draft Chinese despatch?  
能否打字(漢文) Can he typewrite?

才能 IV.—QUALIFICATIONS.

有無提陞漢文文牘員之資格 Qualified for Writer?  
有無特別才能 Special qualifications?

健康及遷調 V.—HEALTH AND MOBILITY.

身體是否健康 Health?  
家有人口若干 Family?  
倚賴生活者有幾人 Any dependents?  
在本口已有若干年 How long in present Port?  
有無轉調或保留之特別理由 Any special reasons for transfer or retention?  
近十年來服務之口岸有幾處每口岸各有若干年  
Ports served at during last 10 years, with length of service in each?

是否將請長期假 Will he apply for Inspectorate leave?  
若干月 How long?  
由何時起 From when?

考語 VI.—GENERAL REMARKS.

呈報者 Submitted:

核准者 Approved:

主任官員職銜

稅務司 Commissioner.

Deputy Commissioner or Senior Assistant.

海關  
CUSTOM HOUSE,

年 月 日

19.....

APPENDIX NO. 6.

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I.G. Circular No. 4448 (Second Series).

SHANGHAI OFFICE OF THE  
INSPECTORATE GENERAL OF CUSTOMS,  
SHANGHAI, 14th July 1932.

CONFIDENTIAL REPORTS: HINTS AND INSTRUCTIONS  
TO COMMISSIONERS ON PREPARATION OF.

SIR,

I.G. Circulars Nos. 1864, 2735, 3483, § 5, and 4101 and Chief Secretary's Printed Note No. 1650/P.S. have dealt at some length with the matter of the preparation of Confidential Reports on Staff.

It will be readily understood that the present need for staff economy calls for increased efficiency on the part of individual employees. Further, it has been definitely laid down that less consideration will be given in future to seniority, that regular promotions, independently of qualifications, will no longer be given, and that special promotions will be granted to senior employees of special merit or exceptional ability.

From the foregoing it will be seen that the importance and value of the Confidential Report have been greatly enhanced. I have therefore to enjoin upon Commissioners and others responsible for the preparation of these Reports that it is absolutely imperative that they should be made out with the utmost care and, further, to point out that there is at present a lack of uniformity in the manner of their preparation, which renders comparison of individual merits and qualifications no easy task. Moreover, the phraseology employed is often ambiguous and open to misconstruction.

With a view, therefore, to ensuring a greater measure of uniformity in the preparation of Confidential Reports and in order to assist Commissioners in a task which is admittedly difficult, I now append, for your information and guidance, certain "Hints and Instructions on the

Preparation of Confidential Reports," in which are also embodied the more important of the instructions which have appeared in previous Circulars on this subject.

I have finally to say that this Circular and Enclosure are to be carefully read by all Commissioners and those whose duty it is to prepare Confidential Reports on members of the staffs under them, and the instructions contained herein should be closely adhered to in future.

I am, etc.,

F. W. MAZE,  
*Inspector General.*

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ENCLOSURE.

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## HINTS AND INSTRUCTIONS ON THE PREPARATION OF CONFIDENTIAL REPORTS.

### I.

The attention of Commissioners is drawn to the following general instructions in connexion with Confidential Reports:—

1.—When Reports are so adverse that they may eventually lead to stoppage of promotion or possibly to discharge, Commissioners are ~~personally to acquaint the employees concerned with their opinion and,~~ if desired, to discuss their weak points with them and give advice. In such cases a remark to the effect that this has been done should be made on the Report.

2.—In the case of Reports prepared by subordinates, the Commissioner should add his own comments if he disagrees with anything in the Report submitted to him for signature, or if he considers it to be in any way inadequate.

3.—Recommendations for promotions of Clerks to Assistants should be made with the utmost caution. In cases where the Reports have been prepared by the Deputy Commissioner or Senior Assistant, such recommendations should also be endorsed or otherwise commented on by the Commissioner.

4.—In the case of Quarterly Reports on Hsüeh-hsi-yüan, it is to be noted that the Report for the fourth quarter should state in conclusion whether or not, in the opinion of the Commissioner, the employee is qualified for appointment as Assistant.

## II.

In the actual preparation of Reports, the following hints and instructions are to be adhered to as closely as possible:—

1.—Under the heading “General Characteristics,” it is desirable to standardise replies as much as possible. Thus, the following terms, according to group, should be considered as synonymous:

	ROUGHLY CORRESPONDING TO
(a) Exceptionally, outstanding, extremely, markedly so.	Very good . . . ++
(b) Very, above average, undoubtedly, unquestionably, quite, entirely.	Good . . . +
(c) Yes, average, medium, passable, ordinary.	Average . . . O
(d) Fairly so, not entirely, could improve, below par.	Poor . . . —
(e) No, quite the contrary, found wanting, inadequate.	Very poor . . . — —

It is not intended, however, to limit Commissioners to a terse use of one or the other of the above remarks. They should endeavour to make the impression they intend to convey as clear as possible, but the above should serve as a guide to the comparative value of expressions employed. On the other hand, some of the questions (Respected? Opium Smoker?) call for little more than “Yes” or “No” by way of answer.

2.—Under the heading “Education,” greater care should be exercised in replying to the questions regarding knowledge of Chinese, Chinese dialects, English, other (foreign) languages, etc. The extent of such knowledge, fluency in speech, etc., should be carefully ascertained and indicated as far as possible. It should also be borne in mind that knowledge of a foreign language is apt to become rusty through disuse. Also, possession of degrees, diplomas, etc., should be recorded.

3.—Under the heading “Work,” in the case of—

(a) *Indoor Staff*.—The extent of the employees’ knowledge of the various branches of work should be more carefully reported upon, and, in view of recent changes in practice, etc., it would be advisable to indicate at what time employees were last engaged in each particular category of work. Similarly, the degree of proficiency in type-writing should be carefully checked and clearly indicated, *i.e.*, quick, slow, etc.

(b) *Out-door Staff*.—Particular attention should be paid to queries under this heading, and answers should be as informative as possible.

4.—With the increasing need for knowledge of a specialised nature in the various branches of Customs work, the headings “Qualifications” and “Special Qualifications” assume a far greater significance and importance than hitherto. Information under these headings is particularly valuable in the case of members of the Appraising and Examining branches. Therefore, in the case of officers who have served in an Appraising Office, mention should be made of this fact, as also the number of years served and at which port or ports. Similarly, where officers have specialised in some particular class or classes of goods (for example: piece goods; drugs and chemicals; paper and fibres; metals and machinery; electrical goods; Chinese medicines; other native commodities; etc.), the fullest possible information should be given as to the extent of such knowledge, and how acquired, *i.e.*, whether by former occupation, practical experience, or by study of technical books, etc.

Special qualifications, however, in the case of other categories of staff are of equal importance and should be carefully recorded. In the case of the Executive branch of the Out-door Staff, special mention should be



made where officers hold a master's or other certificates and of officers who are considered capable of commanding launches or who show special aptitude for preventive work, etc.

In the case of Tidewaiters, particularly 1st and 2nd Class, care should be taken clearly to indicate whether they are more suited for Assistant Boat Officer's or Assistant Examiner's rank, and possession of nautical experience or specialised knowledge of any nature should be carefully recorded.

5.—Under the heading "Health and Mobility," information should be more explicit. The physique (in the case of Chinese Out-door officers), general health, and physical disabilities of employees should be reported on clearly and concisely, and, with regard to the queries "Family" and "Dependents," it should be clearly stated whether such are present or residing elsewhere.

6.—Under the heading "General Remarks," it should be borne in mind that the value of a Report depends largely upon the information given in this section and that the fullest, not the least, information about individuals is what is required. Statements such as "A junior officer—no remarks other than those above" are only so much padding. With every allowance for the difficulties experienced at the larger ports in reporting *in extenso* regarding the respective qualifications of a large number of junior employees, it would still seem possible to indicate whether any particular employee is the "best," "second best," "among the best," etc., of men of his category or rank attached to the port in question.

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# APPENDIX No. 7.

[F--54]

關  
Customs.

## 職員統計表 Return of Foreign and Chinese Staff Requirements in the Revenue Department.

總稅務司機要通令第三八號 (S/O Circular No. 38.)

職員類別 CLASSIFICATION OF STAFF.	截至民國二十 年 月一日 職員數目 STAFF ON	所需職員 數目 STAFF REQUIRED.	截至民國二十 年 月一日現有職員 數目與所需職員數 目之差額 DIFFERENCE BETWEEN STAFF ON		附註 REMARKS.
	1ST ..... 19 .....		1ST .....19 .....	AND STAFF REQUIRED.	
<p>內班職員 I.—IN-DOOR STAFF.</p> <p>副稅務司 Deputy Commissioners . . . . .</p> <p>外籍幫辦：特等，超等，一等及二等 Assistants, Foreign: Senior Chief, Chief, 1st, and 2nd . . . .</p> <p>外籍幫辦：三等，四等，試用，額外及未列等 Assistants, Foreign: 3rd, 4th, Probationary, Supernumcrary, and Unclassed.</p> <p>華籍幫辦：特等，超等，一等及二等 Assistants, Chinese: Senior Chief, Chief, 1st, and 2nd . . . .</p> <p>華籍幫辦：三等，四等，試用，額外及未列等 Assistants, Chinese: 3rd, 4th, Probationary, Supernumerary, and Unclassed.</p> <p>稅務員：特等，超等，一等及二等 Clerks: Principal, Chief, 1st, and 2nd . . . . .</p> <p>稅務員：三等，四等，試用，額外，本口；及學習員 Clerks: 3rd, 4th, Probationary, Supernumerary, and Local; and Hsüeh-hsi-yüan.</p> <p>內班職員共計 Total: In-door Staff . . . .</p>			超過數目 短少數目 In Excess, Short.		
<p>外班職員 II.—OUT-DOOR STAFF.</p> <p>監察長：總，一等及二等 Tidesurveyors: Chief, A, and B . .</p> <p>副監察長：一等及二等 Assistant Tidesurveyors: A and B . .</p> <p>監察員：一等及二等；副監察員：一等及二等 Boat Officers: A and B; Assistant Boat Officers: A and B . . . .</p> <p>驗估員：超等，一等及二等；副驗估員：一等及二等 Appraisers: Chief, A, and B; Assistant Appraisers: A and B . .</p> <p>驗貨員：特等，超等，一等及二等 Examiners: Senior Chief, Chief, A, and B . . . . .</p> <p>副驗貨員：一等及二等 Assistant Examiners: A and B . . . .</p> <p>外籍稽查員：超等，一等，及二等 Tidewaiters, Foreign: Senior, 1st, and 2nd . . . . .</p> <p>外籍稽查員：三等，四等，試用，及本口巡役 Tidewaiters, Foreign: 3rd, 4th, and Probationary; and Local Watchers</p> <p>華籍稽查員：超等，一等及二等 Tidewaiters, Chinese: Senior, 1st, and 2nd . . . . .</p> <p>華籍稽查員：三等，四等，試用，額外，未列等及本口 Tidewaiters, Chinese: 3rd, 4th, Probationary, Supernumerary, Unclassed, and District.</p> <p>外班職員共計 Total: Out-door Staff . . . .</p> <p>內外班職員總計 GRAND TOTAL: I.—IN-DOOR AND II.—OUT-DOOR . . . .</p>					

CUSTOM HOUSE,

關 民國二十 年 月 日

19 .....

稅務司 Commissioner.

## APPENDIX No. 8.

各關職員清冊及住所分配表  
STAFF RETURN AND HOUSING ARRANGEMENTS.

(參閱總稅務司通令第四三二五號)

(Vide I.G. Circular No. 4325.)

關  
.....CUSTOMS.

姓名 NAME.	職銜 RANK. 署理/實任 Acting. Substantive.	國籍或籍貫(省名) NATION- ALITY OR FAMILY HOME (PROVINCE).	家屬及同居者 FAMILY AND/OR DEPEND- ENTS LIVING WITH HIM.	在本口任職日期 HOW LONG IN PORT.	長假 (僅適用於外籍職員) LONG LEAVE. (For Foreign Staff only.) 是否照請 Will it be Applied for?	體格 HEALTH.	有無特別原因請求遷調或留在本口 (密函及呈文號數應一併填註) ANY SPECIAL REASONS FOR TRANSFER OR RETENTION? (Ref. S/O Letter or Despatch.)	住所分配情形 HOUSING ARRANGEMENTS.	附註 REMARKS.

## APPENDIX No. 9.

關員履歷表  
MEMO. OF SERVICE.

[See Circular No. 23 of 1874.]

中國海關  
CHINESE MARITIME CUSTOMS.科 華籍職員  
DEPARTMENT: CHINESE STAFF,

洋文姓名 NAME: ROMANISED (in full).		華文姓名及別號 NAME: CHINESE (in full: <i>hsing, ming, and hao</i> ).	
國籍 NATIONALITY.	生辰 YEAR, MONTH, AND DAY OF BIRTH. 1	誕生地 BIRTHPLACE.	
籍貫 FAMILY HOME.		官銜等 TITLES.	
派為 科 華籍職員 Appointed to Department: Chinese Staff,			
年月日 (On what Date.	派往何關 To what Port.	任何職務 In what Capacity.	薪額 On what Pay.  每月國幣 元 \$ per month.
總稅務司令文 I.G.'s Despatch. 第 號 No. of 1 to			
在海關服務之經歷(華籍職員) 自委派日起截至本日止 CAREER IN SERVICE (CHINESE STAFF, ) from First Appointment to Date of present Memo.			
上列之該員初入關時服務處所, 總稅務司令文, 任何職務, 薪額等應列入下表第一行 嗣後在各關服務時所得之晉級以及薪額為國幣若干元等均應一併載入 N.B.—The first "Port," etc., in this section will be the "Port," "I.G.'s Despatch," "Capacity," and "Pay" entered in the section above; Promotions, etc., while at each port are to be entered; the Pay is to be "\$ per month," etc.			
服務處所 PORT.	總稅務司令文 號數 NO. OF I.G.'s DESPATCH.	任何職務 IN WHAT CAPACITY.	薪額 MONTHLY PAY. 國幣 \$
截至何日止 TO WHAT DATE PAID.		總稅務司令文 號數 NO. OF I.G.'s DESPATCH.	
附註 REMARKS.			
年 月 日領得第 期(自 年 月 日起至 年 月 日止)慰勞金國幣 元 1, received \$ Retiring Allowance for ennnial period, to			
年 月 日領得第 期(自 年 月 日起至 年 月 日止)慰勞金國幣 元 1, received \$ Retiring Allowance for ennnial period, to			
離職日期 Relieved from duty. 19, 調往 for transfer to			
地方之旅費已由本關發給 Passage allowance issued by this Office to			
CUSTOM HOUSE,			
關 年 月 日			
稅務司 Commissioner.			

## APPENDIX No. 10.

關：民國 年 月份職員陞遷月報  
 Customs: Monthly Return of Service Movements ..... 19 .....

稅務司 自 日起至 日止在關視事  
 Commissioner (Mr. ....) at the Office.....

## 任用職員 APPOINTMENTS.

姓名 新任職員應列全名 Name. . [New Appointees to be given in full.]	職銜 Rank	到差日期 Reported for Duty.	自何處 調來 From	起給薪俸 日期 Date from which Payable.	起給津貼日 期(特別及房 租津貼除外) Date from which Allowances (other than Expatriation and Rent Allowances) Issuable.	令文號數 Authority.	住宅分配辦法 [所居海關住宅 名稱及號數或 領用房租津貼 應分別列明： 總稅務司通令 第四三二五號] Housing Arrangements. [No. and Name of House to be stated or Rent Allowance; Circular No. 4325.]	附註 Remarks.

## 調 口 職 員 TRANSFERS.

姓名 Name.	職銜 Rank.	停給薪俸 日期 Pay Ceased on	停給津貼 日期(特別 貼除外) Allowances (other than Expatriation and Rent Allowances) Ceased on	離職日期 Relieved from Duty on	調往口岸 Transfer to	令文號數 Authority.	騰出之海關 住宅(或領用 房租津貼) Quarters Vacated (or Rent Allowance).	附註 Remarks.

( 46 )

## 退 職 職 員 WITHDRAWALS.

姓名 應列全名 Name. [To be given in full.]	職銜 Rank.	退 職 Withdrawal.		令文號數 Authority.	騰出之海關住宅 (或領用房租津貼) Quarters Vacated (or Rent Allowance).	附註 Remarks.
		緣由 Mode.	日期 Date.			

[B.--10]

## 陞級職員 PROMOTIONS.

姓名 Name.	原來職銜 Present Rank.	現陞職銜 Promoted to be	日期 Date.	令文號數 Authority.

## 加薪職員 INCREASES OF PAY.

姓名 Name.	職銜 Rank.	加薪 Pay Increased		令文號數 Authority.
		至 To	起始日期 From which Date.	
		國幣 St. \$		

[B.—10]

## 請准長假職員 INSPECTORATE LEAVES.

姓名 Name.	職 銜 Rank.	最 後 任 職 口 岸 Last Port.	核 准 假 期 Leave Granted				令 文 號 數 Authority.
			自 From		至 To		

長假期滿回任職員  
RETURNED TO DUTY FROM INSPECTORATE LEAVE.

姓名 Name.	職銜 Rank.	假滿日期 Leave Expired on	在本口報到 或到差日期 Reported for Order/Duty at this Port on	令文號數 Authority.



[B.—10]

本 口 准 給 病 假 及 事 假 職 員

## SICK AND/OR SHORT LEAVE LOCALLY GRANTED.

(參閱總稅務司通令第三八七三暨三九八一號及總務科稅務司通函第四四號)

(Vide Circulars Nos. 3873 and 3981 and Chief Secretary's Printed Note No. 44.)

姓名 Name.	職 銜 Rank.	病假起訖日期 Sick Leave (Inclusive Dates).	事假起訖日期 Short Leave (Inclusive Dates).	附 註 Remarks.

騰 出 之 海 關 住 宅  
QUARTERS VACANT.

住 宅 名 稱 Name of Premises.	最後居住之職員 Last Occupant.	自何時起騰出 Since when Vacated.	附 註 Remarks.

[B.—10]

調往分卡及特別任務等職員  
OUT-STATIONS, SPECIAL DUTY, ETC.

(所有調往分卡及特別任務等職員均在此欄填明備考)

*(Names of employees detailed for Station Duty, etc., are to be recorded under this heading.)*

姓名 Name.	職銜 Rank.	分卡名稱 Station, etc.	自何時起調往 Since when Detailed.	附註 Remarks.

CUSTOM HOUSE,

關，民國 年 月 日

稅務司 Commissioner.

19.

APPENDIX No. 11.

[F.—50]

通知醫員檢驗體格書  
MEMORANDUM.

CUSTOM HOUSE,

致 To

關 年 月 日

醫師 Dr. ....

19.....

海關醫員 Customs Medical Officer.

上 像  
應 片  
加 粘  
蓋 貼  
關 此  
印 處

[Photograph to be  
pasted here and  
sealed with Customs  
seal.]

核 內 將 格 貴 關 粘 合 呈 查  
爲 所 下 詳 醫 關 於 將 請 茲  
荷 列 列 爲 員 防 左 該 本 有  
。 註 空 檢 將 即 加 員 關 錄  
， 項 驗 該 希 蓋 像 錄 用  
， 以 證 員 本 片 爲  
憑 考 書 體 附 爲

This Memo. will be handed to you by .....  
.....whose photograph, sealed with  
the Customs seal, appears in the margin, and who is a candidate for  
employment in this office as a .....

Please subject him to a thorough examination and answer  
carefully the questions given below.

稅務司 Commissioner of Customs.

醫 員 證 書  
MEDICAL CERTIFICATE.

關 年 月 日

19.....

姓名 Name ..... 年齡 Age .....

身高<sup>1 2</sup> Height<sup>1 2</sup> ..... 心跳次數 Pulse Rate .....

重量<sup>1</sup> Weight<sup>1</sup> ..... 血壓 Blood Pressure .....

胸圍, 以吸氣時齊乳爲限<sup>1 3</sup>  
Circumference of Chest at Level of Nipple Line during Full Inspiration<sup>1 3</sup> .....

小便 Urine { 比重 Specific Gravity .....  
有無蛋白質 Is Albumin present? .....  
有無糖質 Is Sugar present? .....

<sup>1</sup> 以外班人員爲限

<sup>1</sup> Only necessary for candidates for Out-door Staff.

<sup>2</sup> 除去靴鞋後, 至少須長一百六十三公分(即五呎四吋)

<sup>2</sup> Minimum height (without shoes), 163 centimetres (5 feet 4 inches).

<sup>3</sup> 胸寬至少須八十四公分(三十三吋)

<sup>3</sup> Minimum chest measurement (next to skin), 84 centimetres (33 inches).

視力<sup>4</sup> Vision<sup>4</sup> 右目 Right Eye ..... 左目 Left Eye.....  
 辨別顏色力<sup>5</sup> Colour Vision<sup>5</sup> .....

經詳細檢驗後該員是否現患或曾患下列各病症  
 Do you find, upon careful examination, any evidence of disease, past or present, of—

甲 循環系？(心臟，應於運動前或運動後以聽診器檢驗)

A. Cardiovascular System? .....  
 (Stethoscopic examination of heart before and after exercise necessary.)

乙 呼吸系？(鼻，喉，肺)(肺部應以聽診器檢驗)

B. Respiratory System? (Nose, throat, lungs.) .....  
 (Stethoscopic examination of chest necessary.)

丙 神經系？(腦，脊髓，其他神經)(凡瞳人，膝部，舌，及手指之神經，均應檢驗)

C. Nervous System? (Brain, spinal cord, nerves.) .....  
 (Examine pupillary reflexes, knee-jerk, and for tremor of tongue and fingers.)

丁 消化系？(口，牙，胃，肝，脾，腸)

D. Digestive System? (Mouth, teeth, stomach, liver, spleen, intestines.) .....

戊 生殖泌尿系？(花柳病，腎臟或膀胱結石)

E. Genito-urinary System? (Venereal diseases. Renal or urinary calculus.) .....

己 扁桃腺，乳房，盾形腺，及其他腺？

F. Tonsils, Breasts, Thyroid or Other Glands? .....

庚 皮膚，耳及目<sup>6</sup>？

G. Skin, Ears, Eyes<sup>6</sup>? .....

該員是否患有疝氣，痔瘡，肛門膿瘡，或漏管？

Is the candidate suffering from Hernia, Piles, Anal Abscess, or Fistula? .....

按照醫員意見，該員體格，是否可派往中國各地海關服務，十年或十五年中，仍可繼續服務否？

In your opinion, is the candidate fit for employment in the Customs Service in any part of China, and likely to remain so for 10 to 15 years? .....

如不合格，應將理由陳明 If not, state reasons.

備註 Remarks, if any .....

海關醫員 Customs Medical Officer.

<sup>4</sup> 以外班及海務人員為限：—

<sup>4</sup> Necessary for both Marine and Out-door Staffs:—

外班人員：除去眼鏡，每眼之視力為 6/30，戴上眼鏡，一眼之視力為 6/9 另一眼之視力為 6/15 者  
 For Out-door Staff: At least 6/30 with each eye without correction; and after correction, 6/9 with one eye and 6/15 with the other.

海務人員：一眼之視力為 6/6，另一眼之視力為 6/15，不准帶戴眼鏡  
 For Marine Staff: 6/6 for one eye and 6/9 for the other. No correction is permitted.

<sup>5</sup> 外班及海務人員，其辨別顏色之能力，均應完好無損

<sup>5</sup> Perfect colour vision is essential for Out-door and Marine Staffs.

<sup>6</sup> 除輕微之砂眼及外部目疾，可於數日內治愈者外，凡海務人員，均不得染有任何目疾

<sup>6</sup> No eye disease of any kind, excepting mild trachoma and external eye diseases which can be cured in a few days, is permitted for Marine Staff.

APPENDIX No. 12.

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I.G. Circular No. 3162 (Second Series).

INSPECTORATE GENERAL OF CUSTOMS,  
PEKING, *3rd May 1921.*

STAFF, CHINESE: APPLICATION FOR TRANSFERENCE  
RECEIVED FROM, FOR HEALTH OR FAMILY REASONS;  
I.G.'S WARNING AND RULING CONCERNING.

SIR,

1.—Applications for transference on account of health or family affairs have come forward so frequently of late from Chinese employees that I find it necessary in the interests of the Service as a whole to say a few words of warning and to indicate certain precautionary measures which it is necessary to take in this connexion.

2.—Chinese employees must remember that, with certain exceptions, one of the conditions of their employment is that they are expected to serve wherever they may be wanted, and that if they are unable to endure certain climates or their family affairs render desirable their presence elsewhere, their usefulness to the Service and their efficiency become so greatly diminished that the question may arise whether it is worth while to retain them in the Service. In the pressure of private troubles it is too often forgotten that, in the case of conflict between public and private convenience, it is the private convenience that must give way to Service requirements.

3.—There is no objection to an employee requesting his Commissioner to note in the yearly Confidential Reports any reasons he may have for retention at or transference from the port at which he is stationed, and remarks of this kind, if endorsed by the Commissioner, receive due consideration whenever it is possible. But, on the other hand, a special record will be kept in future at the Inspectorate of all employees who for reasons of health or on account of family affairs have specially applied for and have obtained a transference; and these employees must not be surprised if, when the time for promotion falls due, they find that other

and more mobile men have passed over their heads. In some extreme cases it may even be necessary to call upon men who cannot be transferred for reasons of health to resign or to appear before a medical board with a view to invaliding them.

4.—The Commissioners are requested to see that every Chinese Assistant and Clerk on their staff reads and understands this Circular.

I am, etc.,

F. A. AGLEN,

*Inspector General.*

## APPENDIX No. 13.

[F.—46]

### CHINESE MARITIME CUSTOMS.

#### Rules governing the Appointment and Employment of Medical Officers.

1.—APPOINTMENTS to the post of Customs Medical Officer are made as a general rule by the Inspector General of Customs upon the recommendation of the Commissioner of Customs at the port concerned, it being the duty of the Commissioner to recommend the candidate best suited to Customs requirements and local conditions. The Inspector General, however, reserves to himself the right to make special appointments or arrangements independently of the Commissioner's recommendation should circumstances require him to do so. It is to be noted that individuals, not medical firms, are appointed.

2.—A candidate desirous of appointment (or reappointment after previous resignation) as a Customs Medical Officer should present a formal application in writing, stating age, nationality, degrees, professional diplomas, and previous experience, to the Commissioner at the port concerned, who will, if he sees fit, transmit it to the Inspector General.

3.—The post can only be held so long as the holder remains at the port to which he is appointed. Leave is not granted to Medical Officers. If a Medical Officer leaves the port either on home furlough or for residence elsewhere in China, his Customs appointment lapses on his departure. Upon leaving the port a formal resignation of the appointment in writing to the Commissioner is required for transmission to the Inspector General. The Inspector General has no objection, as a general rule, to appoint the *locum tenens* of a Medical Officer during his temporary absence from China, if recommended by the Commissioner, and to reappoint the original Medical Officer on his return if he resumes the practice.

4.—A Customs appointment as Medical Officer cannot be sold or willed away as part of the medical practice of the port. An incumbent's rights in the appointment lapse with either his death or departure from the port. The appointment carries with it no right to any emoluments or allowances from the Customs Service beyond the salary attached to it.

5.—The pay given to a Medical Officer is not merely a retaining fee but is to be regarded as actual payment for work done. In return for the salary given to him a Medical Officer is required to attend on—

- (i) All foreign Customs employees at the port, whether ashore or afloat, in lighthouses or Customs vessels in or in the vicinity of the port, on leave or on duty, and whether residing in the port or passing through.
- (ii) Chinese employees in cases where the Commissioner requests him to do so.
- (iii) The families of all Customs foreign employees.

*N.B.*—"Families" in this case is to be held to mean the wives and legitimate children of employees. Parents, collateral or any other relatives, grown-up children earning their own living, children at school away from their parents, are not entitled to free medical attendance at Customs expense.

- (iv) Candidates for Customs appointments medically examined at Commissioner's request.

A Medical Officer is also required to give advice on hygienic or sanitary matters, *e.g.*, sanitary condition of Customs quarters or premises, if requested by the Commissioner.

*N.B.*—The Medical Officer at recognised health resorts, *e.g.*, Chinwangtao, Chefoo, Tsingtao, is only required to attend to Customs families—other than those of the members of the local staff—if the head of the family is passing through on duty with his family or has been ordered there by the Inspector General.

6.—Special fees (payable by the patient) may be charged for—

- (i) Midwifery cases;
- (ii) Difficult operations other than those necessitated by accidents in discharge of duty; and
- (iii) Medicines.

But when such special charges are made it must be borne in mind that they are for attendance in connexion with a salaried appointment, and it is expected that they will be on a strictly moderate scale. In the matter of medicines in particular it is understood that the charges shall not exhibit more than a fair profit on first cost in return for the trouble of compounding.

7.—A Medical Officer is required to make out such medical certificates regarding the state of health of Customs employees as he may be asked for by Commissioners from time to time. Such certificates will embrace the fitness of candidates for Customs employment, the health of employees applying for sick leave or reporting for duty on the expiry of sick leave, and the state of health of any employee regarding whose physical condition a statement is required for Service purposes.

Medical certificates must state distinctly the nature of the disease (if any) from which the employee is suffering and if leave or transfer is recommended on the ground of health, the reasons for such recommendation must be clearly given.

In the case of employees proceeding to Europe on sick leave, a statement of the disease, treatment, etc., is, if so required by the Inspector General, to be sent to the Customs Medical Officer in London.

Similarly, should an employee for health reasons be transferred to another port, a statement of his condition should, in cases where it would be useful and at the request of the port Commissioner, be sent to the Medical Officer at his new port.

8.—In cases where alcoholism, the use of drugs, or other vicious habit is the chief or a contributory factor in the disease of an employee upon whose condition a medical certificate is required, the fact must be explicitly stated in the certificate; and in such and all similar cases the Medical Officer will understand that he owes it as a duty to the Service in whose employ he is, and whose interests he must endeavour to serve, to supply its responsible representatives with all the information in his power.

9.—When Medical Officers are called on to issue a certificate of fitness for duty to an employee after recovery from illness or on return from Inspectorate leave granted for reasons of health, the examination made must not be restricted to ascertaining that the individual in question has recovered from the particular disease from which he was known to have been suffering, but must be of such a comprehensive nature as to include the general health. The object of calling for a medical certificate being to obtain an assurance that the individual concerned is fit for duty and likely to remain so, a certificate issued without a thorough examination is not only inadequate but misleading.

## 海關任用醫員章程

- 一、凡各口岸海關醫員，應由各該關稅務司按照海關章程及當地情形，選擇適當人員，呈請總稅務司錄用，惟總稅務司於必要時，亦得另行委派。此項人員，應以個人為限，醫生聯合診所，不得加以任用。
  - 二、凡欲任為海關醫員者（或前已辭職復請任用者），應開具年齡、國籍、學位、行醫執照及以往經歷，以書面向各該海關稅務司呈遞，如經認為合格，即由該稅務司向總稅務司呈請錄用。
  - 三、醫員執行職務，應以本人未離去其任職之口岸為限，海關概不給假。如醫員因國休假期或前往其他地方，其職務應即於其離去本口岸時停止。該員在離去本口岸前，應正式以書面向稅務司呈請辭職，由稅務司轉行呈報總稅務司。如醫員暫時離去中國，經該口稅務司之推薦，總稅務司得委派代理醫員，俟原任醫員回至本口岸重行執業，再予任用。
  - 四、海關醫員職務，不得轉讓他人，所有權利，於本人亡故或離去本口岸時，即行停止。醫員除應領之薪俸外，不得享受海關其他報酬或津貼。
  - 五、醫員所領之薪俸，應視為工作之報酬，凡左列人員，均可前往就診：
    - 甲、所有本口岸之海關人員，無論在陸上或海面服務者在燈塔或在關船或在本口岸附近地方者，在假或在職者，居住或經過本口岸者，均一併在內。
    - 乙、關員家屬。
- (附註) 此處「家屬」二字係指關員妻室及合法之子女而言。凡父母親族，及成年子女已能自謀生活，或子女就學遠離其父母者，皆不得享受免費就診利益。
- 丙、海關考取人員，檢驗身體，經稅務司聲請者。
  - 醫員如經稅務司之聲請，並得對海關所有房屋，貢獻其關於衛生上之意見。
  - 秦王島、烟台、青島等處醫員，對關員家屬（指本地人員家屬以外者而言），如其家長係在海關服務攜眷經過該口岸，或奉總稅務司命令前往該地者，應予以診視。
- 六、醫員對下列各項，可向就診人酌收費用：
    - 甲、接生；
    - 乙、疑難割治（因公遇險者除外）；
    - 丙、藥品。
  - 醫員收取此項費用，應顧念診視此等病症，係與其在海關之職務有關，務宜絕對低廉，至於藥品一項，尤不宜因有調劑之勞，遽將代價特別提高。
  - 七、醫員經稅務司之聲請，得出具海關人員體格證書。此項證書，計包括下列各項：(甲)海關考取人員身體之是否合格，(乙)請給病假或病假期滿報到人員之體格檢驗，(丙)其他人員因公所需之體格報告等。
  - 海關人員染有病症，醫員報告應明白敘述其病症性質，設以體格關係建議給假或遷調，其理由亦應詳細陳明。
  - 海關人員呈准病假前往歐洲，如經總稅務司認為必要，應由醫員備具報告，說明其病症及診療方法等項，寄交中國海關駐倫敦辦事處之醫員存查。
  - 設海關人員以體格關係，須調至另一口岸服務，凡認為可供參考並經稅務司聲請時，醫員應備具報告，說明該員體格情形，寄交其調往口岸之海關醫員存查。
  - 八、凡關員須領醫員證書者，如其病症係因飲酒過度，服用毒品或其他不良習慣所致，醫員應將此項事實，明白開列於證書以內；凡遇此等及類似情事，醫員應明瞭其本身係在海關服務，維護海關利益為其應盡責任，自須知無不言，將關於該員體格一切情形，報告海關主管人員，以便核奪。
  - 九、凡醫員發給證書，證明關員病愈復職，或長期病假屆滿復職時，除對於該員所患病症是否痊癒，審慎診察外，並須詳細考查其全部體力，是否復原，能否重返海關服務。凡未經詳細檢驗者，概不得輕率發給證書。



APPENDIX No. 14.

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I.G. Circular No. 4362 (Second Series).

SHANGHAI OFFICE OF THE  
INSPECTORATE GENERAL OF CUSTOMS,

SHANGHAI, *2nd December 1931.*

CUSTOMS MEDAL FOR MERITORIOUS SERVICE:  
INSTITUTION OF, AND REGULATIONS FOR;  
INSTRUCTIONS.

SIR,

1.—For some time past I have realised that the Service ought to have a tangible means not only of recognising the long and faithful service of men who have spent the greater part of their lifetime in its employ, but also of indicating appreciation of outstanding merit displayed in the performance of special work or of acts of heroism in the execution of duty. While letters or despatches of thanks and of commendation may be valued, they have not the same appeal as more tangible marks of appreciation, and special promotions in many cases are not appropriate.

2.—I therefore advised the Kuan-wu Shu that it is desirable to institute a Customs Medal as a recognition for meritorious service, etc., and, as you will observe from the enclosed correspondence, the Government have approved of this proposal. Messrs. Waterlow and Company, of London, with the assistance of the Inspectorate, have succeeded in elaborating an artistic and suitable design, which is shown in the attached illustration.

3.—It should be understood that this medal is solely in the gift of the Chinese Government and carries with it recognition of meritorious service. It is intended only for those who are serving in the Customs Administration of China and will be granted by the Ministry of Finance on the formal application of the Kuan-wu Shu; the regulations governing its bestowal, as approved by the Government, are appended; and the attention of Commissioners is specially drawn to Article No. 5, requiring them to forward to the Inspectorate at the end of the year the list concerned.

4.—It is believed that the institution of this medal will encourage the Staff and promote the *esprit de corps* of the Service; and each Commissioner ought to arrange that when the medals are awarded to members of the local establishment the presentations should be made officially and ceremoniously by the Superintendent in the presence of the entire staff.

I am, etc.,

F. W. MAZE,

*Inspector General.*

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#### REGULATIONS FOR CHINESE CUSTOMS MEDAL FOR MERITORIOUS SERVICE.

1.—The Customs Medal for Meritorious Service shall be conferred in accordance with these regulations on members of the Chinese Customs Service who have deserved recognition for long and meritorious service or in cases of exceptional merit.

2.—The medal shall be in three grades:—

(1) Gold Medal.

(2) Silver Medal.

(3) Bronze Medal.

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3.—The medals shall be conferred by the Ministry of Finance on the Inspector General's formal application, which shall be submitted in accordance with these regulations through the Kuan-wu Shu.

4.—The minimum qualifying period shall be 25 years of continuous and meritorious service; but in cases of exceptional circumstances or of services deserving special recognition the Inspector General may make application for the conferment of the medal whether the full period of 25 years has been served or not.

5.—At the close of each year Commissioners in charge of ports, and all heads of departments, shall forward to the Inspectorate a list of those whose names do not appear in the "Service List" and who have served the qualifying period of 25 continuous years, giving against each nominee a record of his conduct and work during those years.

6.—A list of those whose names appear in the "Service List" who have served the qualifying period of 25 continuous years shall be drawn up, with appropriate remarks, at the close of each year by the Staff Secretary and submitted along with the above-mentioned port lists to the Inspector General.

7.—Members of the Service whose names appear in the "Service List" shall be eligible for the Gold or the Silver Medal according to services rendered or merit shown, while members of the Service whose names do not appear in the "Service List" shall in the first instance be eligible for the Bronze Medal.

8.—In special cases of unusual merit it shall be in the power of the Inspector General to submit to the Kuan-wu Shu the name of a holder of the medal of the third or the second grade who is still in the Service as worthy of receiving a higher grade.

9.—The names of all recipients of the medal shall be published in the Customs Gazette and the reason given against each for the conferring of the honour.

~~10.—These regulations shall come into force from the date of their promulgation.~~

( 60 )

CUSTOMS MEDAL FOR MERITORIOUS SERVICE.

APPENDIX No. 15.

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I.G. Circular No. 3899 (Second Series).

SHANGHAI OFFICE OF THE  
INSPECTORATE GENERAL OF CUSTOMS,

SHANGHAI, 22nd April 1929.

STAFF DISCIPLINE: ENFORCEMENT OF, AS NECESSARY  
TO EFFICIENCY, EMPHASISED; RULES *IN RE*,  
REITERATED; INSTRUCTIONS.

SIR,

1.—During the latter years of the Revolution the ancient discipline of the Service has been in some instances and in some places necessarily relaxed, and efficiency has suffered thereby. I am now authorised to instruct you to remind your staff that the Inspector General remains responsible to the Chinese Government for the good conduct and honesty of Customs employees and that breaches of discipline or disobedience of orders must not be overlooked in future. The Government throughout have treated the Customs personnel generously, and they naturally expect them to render useful and loyal service, to avoid participation in politics, and to abstain from action of any kind—either individual or collective—calculated to disturb the legitimate authority of their superiors or to interfere with the administration of the Service to which they belong. ~~But it must be understood that members of the Staff must be granted~~ facilities to present legitimate grievances through the proper channels.

2.—It is appropriate, therefore, for me to reiterate that among offences the following may be particularised:—

- (I) (a) Absence from duty without leave;
- (b) Being intoxicated when on duty;
- (c) Collusion with Customs brokers (or applicants) to the detriment of revenue interests;
- (d) Disobedience of legitimate orders or other forms of similar gross insubordination;
- (e) Prosecution for debt, etc.;
- (f) Gross immorality;
- (g) Malversation;

- (h) Persistent unpunctuality;
- (i) Unauthorised publication of office matters;
- (j) Being asleep on duty;
- (k) General incompetence;
- (II) (a) Disrespect towards superior officers;
- (b) Negligence;
- (c) General slackness in the performance of duties;
- (d) Uncleanliness and slovenliness in the care and wearing of uniform;
- (e) Criticism of superiors or of Government Service matters in the public press, either in interviews or in personal contributions, or in addresses which are public or which may be or are communicated to the public;
- (f) Malingering.

The recognised punishment for the offences enumerated under (I) is dismissal or discharge; while offences under (II) are punishable by disrating, suspension from duty pending official inquiry, the placing of the offender's name at the bottom of his list, etc.; but it must be understood that the last offences, if repeated, will in that case be dealt with similarly to category (I). It should be clearly understood, therefore, that the enforcement of strict discipline and obedience to legitimate orders are measures which the Government are determined to support. This premised, I am instructed to state that your staff must shape their conduct and action accordingly, in the general interests of themselves and the Service; and I am to point out, furthermore, that, unless there is continuity of usefulness and loyalty, there can be no continuity of employment (*vide* copy of correspondence with the Kuan-wu Shu appended hereto).

A Chinese version of this Circular is appended hereto, and a copy of each version is to appear in your Order Book for the information and guidance of your staff. I may add that the draft has been seen and approved by the Director General of the Kuan-wu Shu.

I am, etc.,

F. W. MAZE,  
*Inspector General.*

APPENDIX No. 16.

[F.—51]

關

..... Customs.

海關外班雜項人員考勤簿  
Chinese Out-door Staff  
(MISCELLANEOUS)  
Conduct Book.

姓 名

Name:

(洋 文)

(Romanised) .....

(華 文)

(Chinese) .....

職 守

Rating:

入 關 日 期

Date of joining Service:

年 齡

Age:

歲

..... Years.

薪 給

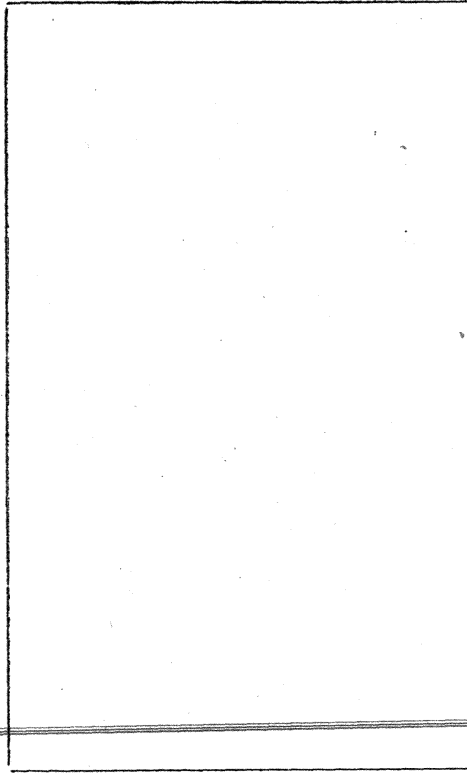
Pay:

國 幣

\$ .....

( 64 )

[F.—51]



此處黏貼人員照片並加蓋稅務司印結  
Photograph of employee to be pasted here and covered with the  
Commissioner's seal.



[F.—51]

注 意

本簿應由副稅務司,高級幫辦,或監察長在其鐵櫃內保存,並於每年六月一日及十二月一日加具考語,任交稅務司。—總稅務司通令第三〇五四號第三段。

NOTE.

This book is to be kept for the employee by the Deputy Commissioner, senior Assistant, or Tidesurveyor, who will lock it up in his safe. It should be written up and handed to the Commissioner on the 1st June and 1st December each year.—I.G. Circular No. 3054, § 3.

[ F.—51 ]

升 級  
Promotions.

日期  
DATE.

國幣  
\$

[illegible]

(每半年登入一次由主管人員簽名)  
(Each entry to cover period of half-year and to be  
initialled by officer concerned.)

( 68 )

[ F.—51 ]

**罰 薪**  
**Fines.**

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

[ F.—51 ]

**有何特別才能**  
**Qualifications.**

[illegible]

7

英文程度  
Knowledge of English.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is a small dark speck near the bottom left corner. The paper appears to be from a notebook or a set of legal pads.